



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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March 2, 2009

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

OFFICE SUPPLY EXPENDITURES

In our continuing effort to cut costs, the Internal Services Department (ISD) was asked to analyze commodity contract purchases, such as office supplies, where like-items could be substituted for a lower cost product.

The County's annual expenditure on office supplies exceeds \$6 million. ISD's analysis of comparable items on the County's Office Depot contract indicates the potential for a countywide savings of approximately \$469,000 annually on selected office supplies.

For example, countywide purchases of writing pens exceeded \$195,000 during calendar year 2008. These range from basic stick ballpoint pens at 5 cents each, to more expensive gel and grip pens that can cost many times that amount. By standardizing and purchasing the lowest cost pens on contract, the annual potential savings to the County would be as much as \$162,000 on this single product category.

ISD will be issuing a Purchasing Bulletin identifying the alternative product categories with instructions to each department's procurement office to ensure that the lower priced products are being purchased.

If you have any questions, please contact Tom Tindall of ISD at 323-267-2101. You may also contact Joe Sandoval of ISD Purchasing and Contract Services at (323) 267-2109 or via email at: jsandoval@isd.lacounty.gov.

WTF:TT:JS

c: Each Supervisor
Administrative Deputies

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"To Enrich Lives Through Effective And Caring Service"

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